

**MINUTES  
VILLAGE OF LAKE PARK COUNCIL MEETING  
3801 LAKE PARK ROAD, LAKE PARK, NC  
REGULAR SESSION  
7 PM**

**JANUARY 9, 2018**

**ATTENDING:** Mayor David Cleveland  
Council Members: John Barnes, Kristen Bowman, Pam Jack, James  
Record and Fabian Szarko  
Finance Officer Cheryl Bennett  
Village Administrator Cheri Clark  
Attorney Ken Swain

**CALL TO ORDER:** Mayor David Cleveland called the January 9, 2018 Regular Session Council meeting to order.

**INVOCATION:** Mayor Pro Tem John Barnes gave the invocation.

**PLEDGE OF ALLEGIANCE:** Mayor David Cleveland led the Pledge of Allegiance.

**PUBLIC COMMENT:** There was no Public Comment.

**APPROVAL OF MINUTES:** James Record made the motion to approve the December 12, 2017 Regular Session Council Minutes as presented. Fabian Szarko seconded the motion.  
Vote – Unanimous.

**CHANGES TO THE AGENDA:** John Barnes made the motion to adopt the January 9, 2018 Council Meeting Agenda as presented. Pam Jack seconded the motion. Vote – Unanimous.

**SECURITY REPORT:** Deputy Hackney shared that there were 62 calls for service in December and 592 self-initiated calls. There were 6 alarm calls, 4 larceny theft, 1 suspicious vehicle, 12 improperly parked cars and 20 traffic stops. Deputy Hackney also shared that since January 1<sup>st</sup>, 4 motor vehicles had been broken into and 1 vehicle stolen and recovered. Residents need to keep their cars locked and remove valuables from cars.

**SALE OF VILLAGE PROPERTY:** Mayor David Cleveland shared that Norris and Jan Jeffrey have made an offer to purchase 0.016 acre located beside 3912 Balsam Street and more particularly described in Deed Book 1313 Page 846 Common Area #2 as shown on plat of Lake Park Garden District Phase 2 – Map 1 as recorded in Plat Cabinet F File No. 778 in the Union County, NC Registry. Pam Jack made the motion to approve the Upset Bid Process. John Barnes seconded the motion. Under discussion Attorney Ken Swain requested that the plat map reference be included in the description. Vote – Unanimous.

**VOLP FIVE YEAR DEVELOPMENT PLAN:** Mayor David Cleveland shared that the Animal Control committee met in December and that it remains their recommendation to exclude Animal Control from the Five Year Development Plan. The only recommendation from Animal Control is educational pieces concerning the ordinance. By consensus the Council decided to remove Animal Control from the Five Year Development Plan.

The Safety Committee presented their recommendations. Mayor David Cleveland, Mayor Pro Tem John Barnes and Councilman James Record served on the committee. Deputy Dana Rucker consulted with the committee. Out of 209 resident responses, 153 listed safety as the most important issue. Of those expressing safety concerns, the following issues were most commonly mentioned: Traffic/Speeding, Crime, Sidewalks, Deputies/Coverage and Lighting.

Sidewalk improvements and removing trip hazards are already on-going projects for the Village, and increased Deputy Coverage would require a significant annual budget increase; therefore Traffic, Crime and Lighting are actionable items that should be included in the Five Year Plan. The Committee made recommendations for action items for each of these three areas.

**FINANCE OFFICER'S REPORT:** Cheryl Bennett shared that during the month she moved \$200 from elections to advertising.

	<u>Dec 17</u>	<u>Jul - Dec 17</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Property Taxes</b>				
Ad valorem current year	72,707.03	490,872.09	545,742.00	90%
Utility ad valorem	272.98	272.98	6,307.00	4%
Motor vehicle tax	12,001.83	34,755.12	78,389.00	44%
Ad valorem prior years	839.11	1,477.36	3,000.00	49%
Prior years motor vehicle tax	0.00	0.00	0.00	0%
Penalties and interest	242.97	887.85	2,500.00	36%
<b>Total Property Taxes</b>	86,063.92	528,265.40	635,938.00	83%
<b>Other Taxes</b>				
Stormwater Fees- current year	7,895.00	39,155.00	42,830.00	91%
Stormwater fees - prior years	60.00	150.00	250.00	60%
<b>Total Other Taxes</b>	7,955.00	39,305.00	43,080.00	91%
<b>State Shared Revenues</b>				
Alcoholic Beverage Tax	0.00	0.00	6,500.00	0%
Sales and use tax	16,779.66	52,204.78	187,000.00	28%
Telecom. Sales Tax	436.88	353.08	2,000.00	18%
Elec. Sales Tax	28,133.31	27,061.83	100,000.00	27%
Video Prog. Sales Tax	5,068.28	5,263.19	20,500.00	26%
Piped Gas Sales Tax	833.61	1,577.87	7,000.00	23%
Solid Waste Disposal Tax	0.00	1,234.69	3,300.00	37%

<b>Total State Shared Revenues</b>	51,251.74	87,695.44	326,300.00	27%
<b>Parks &amp; Recreation Revenue</b>				
Program Fees	22.00	384.00	1,500.00	26%
Facility Rentals	675.00	2,095.00	2,500.00	84%
Daily swim fees	0.00	11,499.00	12,000.00	96%
Season pass pool fees	0.00	660.00	50,000.00	1%
<b>Total Parks &amp; Recreation Revenue</b>	697.00	14,638.00	66,000.00	22%
<b>Other revenues</b>				
Zoning Permits	0.00	881.00	1,000.00	88%
Approp. Fund Bal. Stormwater	0.00	0.00	35,725.00	0%
Approp. Fund Balance	0.00	0.00	91,521.00	0%
Civil Penalties	40.00	350.00	300.00	117%
Investment revenue	364.74	2,105.01	1,500.00	140%
Miscellaneous	143.50	2,339.60	1,000.00	234%
<b>Total Other revenues</b>	548.24	5,675.61	131,046.00	4%
<b>Total Income</b>	146,515.90	675,579.45	1,202,364.00	56%
<b>Gross Profit</b>	146,515.90	675,579.45	1,202,364.00	56%
<b>Expense</b>				
<b>General Government</b>				
<b>Other Expenditures</b>				
Economic Development	0.00	537.53	3,300.00	16%
Contingency	0.00	0.00	18,785.00	0%
<b>Stormwater Expense</b>				
Advertising	29.39	29.39	100.00	29%
Dues and Permits	0.00	0.00	250.00	0%
Prof. Fees - Engineering	0.00	6,930.87	14,000.00	50%
Repairs & Maint. Services	390.00	10,974.59	64,455.00	17%
<b>Total Stormwater Expense</b>	419.39	17,934.85	78,805.00	23%
<b>Total Other Expenditures</b>	419.39	18,472.38	100,890.00	18%
<b>Planning and Zoning</b>				
Zoning Admin. Services	1,057.32	6,343.92	12,688.00	50%
Code Enforcement Services	0.00	0.00	600.00	0%
Consulting Fees	408.00	1,326.00	1,600.00	83%
Legal Services	0.00	1,024.00	10,000.00	10%
Advertising	0.00	0.00	220.00	0%
Postage	0.00	0.00	80.00	0%
Supplies	0.00	75.47	300.00	25%
Training	0.00	0.00	800.00	0%
<b>Total Planning and Zoning</b>	1,465.32	8,769.39	26,288.00	33%
<b>Gen. Govt. Personal Services</b>				
Adm Assistant	612.00	4,761.00	12,600.00	38%
Clerk/Tax Collector	5,618.76	33,712.56	67,425.00	50%



Council	3,201.50	6,403.00	12,806.00	50%
Finance Officer	1,455.92	8,735.52	17,471.00	50%
Mayor	1,313.25	2,626.50	5,253.00	50%
Payroll Expenses	<u>1,014.29</u>	<u>4,829.53</u>	<u>9,875.00</u>	<u>49%</u>
<b>Total Gen. Govt. Personal Services</b>	<b>13,215.72</b>	<b>61,068.11</b>	<b>125,430.00</b>	<b>49%</b>
<b>Professional Fees</b>				
Engineering Fees	0.00	0.00	0.00	0%
Auditing Services	0.00	4,720.00	4,720.00	100%
Legal Services	<u>0.00</u>	<u>6,236.50</u>	<u>11,000.00</u>	<u>57%</u>
<b>Total Professional Fees</b>	<b>0.00</b>	<b>10,956.50</b>	<b>15,720.00</b>	<b>70%</b>
<b>Supplies and Materials</b>				
Office	<u>168.29</u>	<u>1,956.43</u>	<u>6,000.00</u>	<u>33%</u>
<b>Total Supplies and Materials</b>	<b>168.29</b>	<b>1,956.43</b>	<b>6,000.00</b>	<b>33%</b>
<b>Services</b>				
Advertising	84.58	164.18	300.00	55%
Membership and dues	0.00	4,921.00	5,200.00	95%
Bank charges	65.11	476.57	950.00	50%
Elections	3,046.60	3,046.60	3,300.00	92%
Insurance/bonds	0.00	8,513.67	8,515.00	100%
Miscellaneous oper. exp.	0.00	0.00	1,000.00	0%
Website/flyers	0.00	862.00	1,500.00	57%
Printing & Delivery Newsletter	110.00	889.20	2,400.00	37%
Postage	149.19	302.78	600.00	50%
Property Tax	0.00	231.13	500.00	46%
Strategic Planning	0.00	0.00	500.00	0%
Tax collection	396.29	940.71	2,500.00	38%
Telephone	449.59	2,755.83	5,200.00	53%
Training	0.00	0.00	1,200.00	0%
Travel	<u>454.60</u>	<u>621.16</u>	<u>2,000.00</u>	<u>31%</u>
<b>Total Services</b>	<b>4,755.96</b>	<b>23,724.83</b>	<b>35,665.00</b>	<b>67%</b>
<b>Capital Outlay</b>				
Waste Bin Screening & S/W	0.00	5,700.00	6,000.00	95%
Russell Park Sidewalk	0.00	5,540.00	7,500.00	74%
Laptop	799.99	799.99	2,000.00	40%
Sidewalk repairs	3,725.00	16,171.00	25,000.00	65%
Reserve for Capital Replacement	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>0%</u>
<b>Total Capital Outlay</b>	<b><u>4,524.99</u></b>	<b><u>28,210.99</u></b>	<b><u>50,500.00</u></b>	<b><u>56%</u></b>
<b>Total General Government</b>	<b>24,549.67</b>	<b>153,158.63</b>	<b>360,493.00</b>	<b>42%</b>
<b>Parks &amp; Recreation</b>				
<b>Parks/Rec. Supplies &amp; Materials</b>				
Flags	0.00	0.00	1,000.00	0%
Janitorial /Cleaning Supplies	9.56	27.78	250.00	11%

Food/Provisions - events	243.97	1,603.23	2,500.00	64%
Pool Supplies	0.00	8.38	3,000.00	0%
<b>Total Parks/Rec. Supplies &amp; Materials</b>	<b>253.53</b>	<b>1,639.39</b>	<b>6,750.00</b>	<b>24%</b>
<b>Parks/Rec Services</b>				
Pool management fee	0.00	12,795.00	52,430.00	24%
Pool Operations	0.00	12,212.00	17,500.00	70%
Comm. center maintenance	439.48	2,205.52	10,900.00	20%
Seasonal Decorations	0.00	11,955.65	14,900.00	80%
Events Services	127.08	723.52	2,400.00	30%
Water/Sewer	436.47	1,863.16	8,000.00	23%
Natural Gas	53.25	195.45	700.00	28%
<b>Total Parks/Rec Services</b>	<b>1,056.28</b>	<b>41,950.30</b>	<b>106,830.00</b>	<b>39%</b>
<b>Maintenance of Common Areas</b>				
Landscaping	10,833.33	66,499.65	148,550.00	45%
Park maintenance	278.94	6,574.55	48,425.00	14%
Pond maintenance	1,381.50	8,628.18	19,600.00	44%
Electric Maintenance	81.94	514.18	10,500.00	5%
Repairs of Common Areas	0.00	1,494.50	2,000.00	75%
<b>Total Maintenance of Common Areas</b>	<b>12,575.71</b>	<b>83,711.06</b>	<b>229,075.00</b>	<b>37%</b>
<b>Parks/Rec Capital Outlay</b>				
Pool Lighting	0.00	0.00	5,000.00	0%
Mathisen Square Memorial	0.00	0.00	8,000.00	0%
Tennis court resurfacing	0.00	0.00	0.00	0%
Benches, Tables etc.	0.00	0.00	2,000.00	0%
<b>Total Parks/Rec Capital Outlay</b>	<b>0.00</b>	<b>0.00</b>	<b>15,000.00</b>	<b>0%</b>
<b>Total Parks &amp; Recreation</b>	<b>13,885.52</b>	<b>127,300.75</b>	<b>357,655.00</b>	<b>36%</b>
<b>Public Services/Safety</b>				
Electric bills	7,930.80	52,644.27	109,600.00	48%
Street Signs	0.00	3,065.00	7,500.00	41%
Waste Collection	15,380.82	77,172.10	191,000.00	40%
Law enforcement	0.00	88,058.00	176,116.00	50%
<b>Total Public Services/Safety</b>	<b>23,311.62</b>	<b>220,939.37</b>	<b>484,216.00</b>	<b>46%</b>
<b>Total Expense</b>	<b>61,746.81</b>	<b>501,398.75</b>	<b>1,202,364.00</b>	<b>42%</b>
<b>Net General Fund</b>	<b>84,769.09</b>	<b>174,180.70</b>	<b>0.00</b>	<b>100%</b>
<b>Powell Bill</b>				
<b>PB income</b>				
Interest - Powell Funds	0.00	289.05		
<b>Powell Bill Revenue</b>	<b>48,033.20</b>	<b>96,066.42</b>	<b>96,800.00</b>	<b>99%</b>
<b>Total Other Income</b>	<b>48,033.20</b>	<b>96,355.47</b>	<b>96,800.00</b>	<b>100%</b>
<b>PB Expense</b>				
Street Exp. - Powell Bill	0.00	17,753.50	96,800.00	18%

Total Other Expense	0.00	17,753.50	96,800.00	18%
Net Powell Bill	48,033.20	78,601.97	0.00	100%
Net excess of Rev. over expense	132,802.29	252,782.67	0.00	100%

. Cheryl Bennett also requested Council approval for \$2,679.33 in tax payment refunds. Kristen Bowman made the motion to approve the tax refunds. James Record seconded the motion.  
Vote – Unanimous.

**ECONOMIC DEVELOPMENT:** Kristen Bowman shared that to date two people have expressed interest in serving on the EDC. Both individuals have been invited to attend the January 18<sup>th</sup> EDC meeting. The next Networking Luncheon is planned for February 21, 2018.

**PUBLIC SERVICES (Street, Waste Collection & Lighting):** Pam Jack shared that undecorated Christmas trees are being picked up weekly.

**COMMUNICATION:** The deadline for articles and information for the February newsletter is Friday, January 12<sup>th</sup> at 5 p.m. Topics to be included: Safety (Vehicle security, garage doors, locking cars and stopping for pedestrian in crosswalks), EDC position, HOA payment information and community calendar.

Kristen Bowman also expressed the need for a different publishing system. She is currently reviewing options to present to Council.

**COUNCIL COMMENTS:** Kristen Bowman requested that Council send information to her for the newsletter.

James Record shared that he is looking forward to working with everyone.

Fabian Szarko wished everyone an amazing 2018 and congratulated Cheri Clark on becoming a grandmother.

Pam Jack hoped that everyone had a Happy New Year.

Mayor David Cleveland congratulated Kristen Bowman and Cheri Clark on their new family additions and thanked Angie Figiel for all of her efforts in helping address our water leak.

**ADJOURN:** Fabian Szarko made the motion to adjourn. Kristen Bowman seconded the motion. Vote – Unanimous.

Respectfully submitted,

  
Mayor David Cleveland

  
Village Administrator, Cheri Clark

